

JOB DESCRIPTION

- 1. Position Title: B-Safe Lead Counselor**
- 2. Responsible to: Site Coordinator**
- 3. Education Requirements: High School Diploma**
- 4. Position Summaries:** Lead Counselors will be placed at one of the two sites associated with the B-Safe program. Lead counselors are responsible for working with up to 13 elementary school (LEARN), or middle school (YLC) children. Leads will have to be well versed in classroom management and will be responsible for curriculum implementation, assisting children during activities, and supervising children throughout the day including off site field trips. Leads will also help build a sense of community within their sub group and site while keeping the children under their supervision safe.
- 5. Qualifications**
 - A. Be at least 18 years of age
 - B. Experience working with children is a MUST
 - C. Ability to work outside during the summer in various weather conditions
 - D. Ability to lift up to 50 pounds
 - E. Ability to walk for long periods of time in the heat or other weather conditions
 - F. Ability to work independently
 - G. Ability to multitask in a fast paced environment
 - H. Enthusiasm, creativity and a caring attitude
 - I. Classroom management
 - J. Should have experience with curriculum implementation
 - K. Ability to care for up to 15 children at a time
 - L. Ability to complete required training by the start of camp

Duties and Responsibilities

- A. Lead/Supervise a group of 15 children
- B. Classroom Management
- C. Curriculum Implementation
- D. Instruct 2-3 teen staff that will be assigned to their group.
- E. Communicate effectively with site director regarding any and all issues related to programming
- F. Filing reports as necessary (Incident, injury etc).
- G. Leading rotation activities independently
- H. Works collaboratively to ensure that all B-Safe Standards are being upheld
- I. Ensure program area is clean prior to departure
- J. Attending all field trips and off-site activities

- K. Ensuring the safety of the program participants at all times
- L. Managing role call during the appropriate times
- M. Identify and meet the needs of program participants
- N. Instructing campers in an effective and calm manner at all times especially during emergency situations
- O. Follow all program policies and standards
- P. Maintain professionalism at all times
- Q. Perform other duties as assigned within the scope of the position